

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
MEETING MINUTES**

June 11, 2020

ONLINE MEETING VIA WEBEX TELECONFERENCE

<u>Present</u>		<u>Excused</u>	<u>Staff</u>
Ana Briones-Espinoza	Marlene Ruiz	Andrew Picard	Maggie Fenn, Program Manager
Nicole Murphy	Parina Parikh		Abdi Abdillahi, RES Program Manager
Maggie Ta	Madeleine Baudoin		Jeannie Hufford, Chief, Eligibility Contracts & Finance
Juana Duenas	Gina Jackson		Corinne Rodriguez, Office Assistant
Munqith Alhajjaj	Cassandra Schaeg		Terri Foster, Admin Analyst II
Erik Bruvold	Connie Cepeda		Nancy D'Adamo, Admin Secretary

1. **Call to Order:** Meeting called to order by Chair, Nicole Murphy at 3:33 PM
2. **Roll Call:** Twelve (12) members were present; quorum was achieved.
3. **Acceptance of Agenda:** Marlene Ruiz made a motion to accept Agenda, Madeleine Baudoin seconded the motion, motion carried.
4. **Approval of Minutes:** Juana Duenas made a motion to approve the April 2020 Minutes, Marlene Ruiz seconded the motion, Erik Bruvold abstained, motion carried.
5. **Public Comments:** No Public Comment.
6. **Information Item: Vacancy Report** - Currently, there is one (1) vacancy in the Private sector, seat 9. There are three (3) CAB seats with expiration dates of June 30, 2020
 - Andrew Picard's first term in the Private sector seat 15 will expire on 6/30/2020
 - Nicole Murphy's first term in the Economically Disadvantaged sector seat 12 will expire on 6/30/2020
 - Ramon Montano Marquez's first term in Economically Disadvantaged sector, Alternate seat 21 will expire on 6/30/2020

CAB members are encouraged to continue outreach efforts to fill the vacancy in the Private sector.

7. **Discussion Item: CAB Nominating Committee Results**
The CAB Nominating Committee has reached out to all members set to expire 6/30/2020; to determine their interest in re-nomination for a second term. Based on the response received at the time of the meeting, the committee recommended the re-nomination of Nicole Murphy for second term in Economically Disadvantaged sector, seat 12.
8. **Action Item: CAB Nomination**
Ana Briones-Espinoza made a motion to re-nominate Nicole Murphy to serve a second term in Economically Disadvantaged sector seat 12. Madeleine Baudoin seconded the motion, motion carried. A memo will be prepared to send to the Board of Supervisors for approval.
9. **Information Item: Draft Board Letter - Revision to CAB Bylaws**
Maggie Fenn provided a review of the revised CAB Bylaws along with the associated Draft Board Letter. Bylaws were distributed (electronically) in both strike-through and clean versions. CAB members were informed of revisions to Article 6, Section D, Meeting Frequency and Article 6, Section D, Meeting Attendance.
10. **Action Item: Approve Draft Board Letter** Juana Duenas made a motion to approve the Board Letter regarding proposed changes to CAB Bylaws. Madeleine Baudoin seconded the motion. Motion carried. New CAB Bylaws will be sent to the Clerk of the Board for County Board of Supervisors approval.
11. **Presentation Item: CARES Act Supplemental CSBG Funding**

Maggie Fenn delivered a presentation to CAB members about the Coronavirus Aid, Relief, and Economic Security (CARES) Act supplemental CSBG funding. The presentation included information regarding:

- Background of CARES Act supplemental CSBG funding
- The use of funding for the continuation and enhancement of current CAP programs
- The Board Letter requirement to recommend the acceptance and authorization of the CARES Act supplemental CSBG Revenue Agreement
- The next steps involved following CAB motion to create a Draft Board Letter

12. Action Item: Draft Board Letter – Acceptance of CARES Act Supplemental CSBG Funding

Nicole Murphy made a motion for CAP staff to create a Draft Board Letter to recommend the acceptance and authorization of the CARES Act Supplemental Community Services Block Grant funds from the California Department of Community Services and Development and present the draft for acceptance to the CAB at the following CAB meeting on July 9, 2020. Madeleine Baudoin seconded the motion. Motion carried.

13. Director's Update: Provided by Maggie Fenn

PROGRAM UPDATES

All **Live Well Exchange Program** activities through the National Conflict Resolution Center (NCRC) have been revised to be done through virtual channels and to focus on the immediate needs of the community because of the COVID-19 pandemic.

- NCRC provided a Bystander Challenge Training in April that was attended by 26 participants. Topics of discussion and needs that were addressed during this training included how to handle inappropriate comments while continuing to create an empowering environment among traumatized populations, how to address harassment that happens on social media/online, and workplace communication challenges for social service providers.
- NCRC began conducting Community Circles virtually at the end of March, in April 11 Circles were conducted to a total of 166 participants. Topics included building connection while apart, supporting our neighbors, resilience in challenging times, and self-care in a crisis. Community needs identified within the discussions include, but are not limited to: obtaining news from reliable sources, overcoming political divisiveness in our community, how COVID has exposed racial and economic disparities, and work-life balance for those experiencing increased stress during this time.

Project MOST administered by RISE San Diego has adapted their programs to a virtual format and changed their training topics to focus on COVID-19 response and recovery for small businesses. RISE utilized their training labs in April to reassess participants to outline paths and create plans to move forward, they also provided demonstrations on the various platforms to use in building a virtual business and/or providing virtual services. In April, a total of 70 participants attended trainings, which included:

- Fundraising Survival Tactics Through COVID-19
- Technology to Help Keep You Connected
- Board Governance and Development in Times of Uncertainty

The **Keep 'em Safe** program through Pacific Safety Center (PSC) has continued their work, adjusting virtual child safety-seat education sessions and drive-up pick-up of car and booster seats. A mother that attended a Spanish language workshop and received a car-seat in late February reported back that they were in an accident on May 1st that totaled her car with her child in the car; thanks to the safeguards implemented, no one was hurt during the accident. The car seat may have saved the child's life, but the cultural competency of PSC to provide presentations in various languages enabled this family to be prepared, empowered, and equipped.

The **EITC Coordination Services** program provided by Dreams for Change (DfC) has completed just over 8,000 tax returns this year, just shy of their annual goal of 10,000. DfC was forced to close mall locations mid-March, but quickly pivoted to virtual tax appointments. Staff and volunteers were able to continue to serve San Diego residents working remotely from home, completing nearly 1,200 returns in a two-month period. As the reopening phases have progressed, DfC was able to re-open the Mission Valley and Plaza Bonita mall locations for clients to drop-off documents and will continue providing tax services into July with the filing deadline extension.

The **Communities in Action (CinA) Program** providers across the county continue to see an increase in individuals and families seeking assistance for needs such as food, housing, employment, and application to various benefits/public assistance programs.

- South Bay Community Services in the South Region provides three weekly, drive-thru food distributions at local schools and recreation centers. Participants arrive and stay in their vehicles, while food is placed directly in the trunk to reduce contact. It is estimated that approximately 50,000 individuals have been provided food assistance over 12 weeks.

The **RLA Council Meeting** was held virtually on April 29, 2020 and attended by 41 individuals. The 6 organizations that received the stipend awards earlier in the year provided updates on their projects and were provided the remaining portion of their stipend. **The RLA Coordination Provider**, Community Health Improvement Partners also conducted a supplemental training in April titled “Changing Systems for Greater Responsiveness, Unity, and Inclusion”, 44 attended and 91% reported an increase in skills and knowledge at the end.

The **Vocational English-as-a-Second Language (VESL)** program through the International Rescue Committee began the “VESL Plus Digital Literacy for Life and Work” class in May 2020, which is a virtual workshop to teach refugee participants both life and employment skills to help them navigate the virtual world. The IRC is lending laptops to those that do not have a home computer and helping families get connected to internet services.

- VESL participants are also being connected to EDD for Unemployment Insurance and to local government offices to help with questions they have for various state agencies.

In response to the spread of COVID-19 and its impact on refugee population, upon the request of local and state agencies, the **Office of Refugee Resettlement** has approved a waiver to use Refugee Support Services (RSS) funding to allow for flexibility in the use of RSS funds above and beyond employment services. California’s Refugee Program Bureau requested the waiver and it has been approved; further information and direction is forthcoming in how the funds can be applied to the refugee populations served.

World Refugee Day is June 22nd, in-person celebrations will not take place this year to ensure the safety of all.

Refugee Arrivals Report, Abdi Abdillahi, RES Program Manager – The Refugee Arrivals Report was emailed to CAB members.

FISCAL UPDATES

Community Action Partnership (CAP) was selected by the County Auditor and Controller (A&C) for a Programmatic Audit in October 2020. CAP staff have been working with A&C staff for the past several months to provide documents and information to complete the audit, A&C released their final report on May 27, 2020 indicating that there were no findings or recommendations. A&C posts all audit reports on their website; the CAP report is Report Number A20-017.

14. **Chair’s Update:** No Chair’s Update.

15. **Adjournment - Next Meeting**

Juana Duenas made a motion to adjourn, Madeleine Baudoin seconded the motion, motion carried. Meeting ended at 4:50 PM. The next regular meeting will be on Thursday, July 9, 2020 at 3:30 PM. Location: TBD